

WEEKLY PROGRESS REPORT

NAME Kate Corbett
Supervisor's Signature _____

Week Ending 13-Jul-12
Drug Laboratory

TOTAL SAMPLES ASSIGNED:						RUSH cases* TOTAL SAMPLES COMPLETED:						
19						3						
RUSHES						RUSHES						

N/A=No Analysis Needed

RUSHES						Back Log: 18						

LABORATORY TIME		
Time Allocation		Overtime
VACATION	7.5	
HOLIDAY		
SICK		
PERSONAL		
COMP TIME		
LEAVE W/O Pay		
COURT	5	
COURT TRAVEL	2.5	
QA/QC		
INSTRUMENT MAINT.		
TRAINING		
TRAINING TRAVEL		
MEETINGS		
CASEWORK	5.5	
OTHER - IN LAB	17	
OTHER - OUT OF LAB		
Total All	37.5	0
Total Out of Lab		

Safety

Comments:				
			In Progress	In Progress

SUMMARY	
SAMPLES ASSIGNED	19
SAMPLES COMPLETED	3
SAMPLES IN BACKLOG	18

Total time out of lab	0.00
Total time in lab	37.50
Total overtime*	0.00

Cases worked on OT				

Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#
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Type #
0